



# District of Columbia Air National Guard

## AGR Announcement

### 18-333



<b>APPLICATION MUST BE FORWARDED TO:</b>  <b>IN ORDER TO RECEIVE CONSIDERATION</b> <b><u>NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</u></b>	<b>OPENING DATE:</b> 27 March 2018	<b>CLOSING DATE:</b> 27 April 2018
	<b>Position Title:</b> Ordnance Equip Mechanic <b>Max Grade:</b> E7 <b>Min Grade:</b> E4 <b>AFSC:</b> 2W051, 2W071	
	<b>Appointment Status</b> [ X ] Enlisted [ ] Officer	
<b>Position Location:</b> 113 <sup>th</sup> Maintenance Squadron Joint Base Andrews, MD	<b>AREA OF CONSIDERATION: GROUP III</b> <b>All individuals eligible for entry into the DCANG</b>	
<b>INSTRUCTION FOR APPLYING:</b>		
<b>*SPECIAL INSTRUCTIONS: NIGHT SHIFT 1400-2330*</b>		
This office will <b><u>NOT</u></b> accept mailed applications. <b>You must send applications electronically.</b> <b><u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></b>		
<b>AGR REQUIRED DOCUMENTS:</b>		
<ol style="list-style-type: none"><li>1.) NGB 34-1 (dated Nov 2013) Application for AGR Position with original signature.</li><li>2.) Copies of the last five OPRs (Officers only).</li><li>3.) Resume (any format).</li><li>4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).</li><li>5.) Individual Personnel (RIP) from vMPF only (must be dated within 60 days).</li><li>6.) Current Fitness Test from AFFMS (Per AFI 36-2905 – current within 12 months).</li><li>7.) Security Clearance verification memorandum (Do not submit a JPAS print out).</li><li>8.) Letter(s) of recommendation (optional).</li></ol>		
<p>*All documents must be consolidated into a single pdf. File. DO NOT put in PDF Portfolio format. Send applications in the following format: MVA number, last name, First name, Middle Initial.</p> <p>*Any documents with SSN must have the SSN redacted (Blacked-out).</p> <p>*The NGB 34-1 may be found using the following url: <a href="http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm">http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm</a></p>		
<b>Conditions of Employment:</b>		
<b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.		
<b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.		
If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.		
<b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization, in accordance with NGB Regulation 690-600 and ANGR 40-1614.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Air National Guard



**Announcement Number:** 18-333

**Position:** Ordnance Equip Mechanic **NIGHT SHIFT 1400-2330**

**Brief Description of Duties:** Tests, assembles, and processes nonnuclear munitions. Prepares munitions for loading on aircraft. Checks safe and arm mechanisms. Installs warheads, guidance units, fuses, arming wires, squibs, strakes, wings, fins, control surfaces, and tracking flares. Processes aircraft gun ammunition. Maintains and reconditions munitions and MMHE. Reconditions, repairs, and replaces defective or missing parts. Maintains operational or bench stock materiel and secures replenishment. Modifies munitions and MMHE when directed. Inspects munitions for serviceability and applies munitions product assurance procedures. Installs spotting charges in bombs. Processes ammunition. Inspects ammunition, components, and containers for defects. Prepares documentation indicating identification and quantity of assets. Performs routine demilitarization of nonexplosive munitions items. Repackages munitions and applies container markings. Receives, stores, handles, and transports nonnuclear munitions via multiple modes (air, sea, land). Unloads and unpacks munitions. Checks shipping documents for accuracy. Delivers munitions to assembly, storage, or maintenance areas. Prepares munitions for shipment. Determines and maintains storage facilities, reports, safety, and security requirements. Performs inspections and maintains inspection and storage records. Issues nonnuclear munitions. Performs operator maintenance on munitions vehicles and equipment. Performs munitions materiel management and materiel accounting functions. Performs and oversees management and procedural application of manual and automated positive inventory control. Determines inventory control actions. Conducts inventories and corrects discrepancies. Accomplishes requisitioning actions and maintains due-in, due-out, and status files. Maintains source document control and ensures validity and completeness. Recommends system and program changes to data processing methods. Develops and maintains stock level data. Monitors excess munitions programs. Prepares reports. Operates and maintains ADPE for munitions accounting, reporting, and status configuration. Coordinates with maintenance activities on repairable munitions components. Obtains material for equipment modifications, periodic component exchange, and maintenance. Receives, stores, handles and transports nuclear weapons. Establishes and evaluates performance standards, maintenance controls, and work procedures. Computes data to support financial planning and programming. Analyzes and validates munitions host-tenant and interservice munitions support agreements and plans. Develops methods and techniques to maintain and recondition munitions and handling equipment. Evaluates munitions account condition, identifies deficiencies, and initiates corrective actions. Ensures compliance with policies, directives, and procedures. Evaluates munitions equipment maintenance. Evaluates procedures for assembling, renovating, and storing munitions; and procedures for demilitarization of nonexplosive munitions. Provides status information and expected completion dates. Analyzes mission effectiveness, program requirements, and stock control levels, and validates requirements. Analyzes stockpile requirements to determine type and quantity of munitions facilities needed to safely store, inspect, maintain, and secure munitions assets.

**Qualifications:**

1. Must be able to retain a SECRET security clearance.
2. Must be AFSC Qualified

**Eligibility Requirements:**

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th MDG.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

**AGR Employment Points of Contact:**

HR Specialist: TSgt Chanice Reid, [chanice.m.reid@mail.mil](mailto:chanice.m.reid@mail.mil) /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Jeffrey Warren, [Jeffrey.c.warren3@mail.mil](mailto:Jeffrey.c.warren3@mail.mil) /202-685-9925 (DSN 325-9925)